

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE



BOOKMOBILE DRIVER PART-TIME TEMPORARY ASSIGNMENT

MARICOPA COUNTY LIBRARY DISTRICT, LOCATED AT 17811 N. 32ND ST

RECRUITMENT DATES: Monday, May 14, 2001 – Open Until Filled

SALARY: \$9.50 Per Hour

POSITION QUALIFICATIONS: High School Diploma or GED. Must have customer service experience. Prior experience operating large vehicles, delivering, reading maps and following assigned routes essential. Ability to safely operate vehicles of various sizes is required. Some knowledge of truck and van operation, maintenance, and troubleshooting desired.
Note: Must have a valid Arizona Driver's License, CDL desirable. Must have or obtain First Aid/CPR certification within one year of hire. **Pre-employment drug screening and on-road driving test required.** Prefer bilingual abilities.

ESSENTIAL JOB TASKS: Drives vans and bookmobiles to scheduled stops and to maintenance and repair locations. Cleans vehicles and performs pre- and post-trip vehicle inspections. Provides customer service to patrons. Prepares for assigned routes. Rotates collections and finds books. Performs other duties as assigned.

SELECTION PROCEDURE: Those applicants appearing to most closely meet the needs of Maricopa County will be invited to participate in subsequent evaluative processes

FILING PROCESS: Required **County Application Form** (3100-049) and **SUPPLEMENT** must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Recorded Job Message: 602-506-3329. Phone: 602- 506-3755. Teletypewriter (TT) 602-506-1908. If you have access to a fax machine or fax PC, you may request application materials via our Fax on Demand program at 602-506-1212. **Internet Address:** www.maricopa.gov

IT IS THE POLICY OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

RECRUITMENT ABBREVIATION CODE: BMD-LD, KC

**DATE PUBLISHED: Monday, May 14, 2001
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SUPPLEMENTAL INFORMATION

BOOKMOBILE DRIVER

PART-TIME POSITION WITH MARICOPA COUNTY LIBRARY DISTRICT

PLEASE NOTE: This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION!**

1. Do you have customer service experience? If yes, please list years and describe. ☐ Yes ☐ No __#Yrs

2. Do you have commercial driving experience? If yes, please list years and describe. ☐ Yes ☐ No __#Yrs

3. Do you have experience maintaining, servicing or inspecting vehicles? If yes, please ☐ Yes ☐ No __#Yrs list years and describe.

4. Do you have a valid Arizona Driver's License and/or CDL? If yes, please list license number and endorsements.

☐ Yes ☐ No License #: _____

5. Do you have current First Aid/CPR certification? If yes, please list certifying agency and date of certification.

☐ Yes ☐ No Agency/Date: _____

SIGNATURE

DATE

BMD-LD, 05/01